

Minutes of the David A. Howe Library

Board of Trustees Meeting

December 12, 2023

Trustees Present: Nic Gunning, Director, Donald Comstock, President, Kris Green, Madeleine Gasdik, Tom Reuning, Nancy Reuning, Treasurer, Emily Peavey, Vice-President, Anne Sobeck, Secretary

Trustees Absent: Tim Colligan, Nora Burdick

Call to Order: President Donald Comstock called the December 12, 2023 meeting to order at 7:36am.

Discussion and Approval of Minutes: A motion to approve the November 2023 minutes was made by Trustee T. Reuning and seconded by Trustee N. Reuning. The motion carried. (7,0)

Director's Report:

A. Statistics

Circulation-Director Gunning reported that total checkouts were down by 414. He and staff are addressing this issue.

Programs- Director Gunning reported that attendance at some concerts has decreased.

B. News from the Library

- The library is fully decorated for the holidays!
- The Nutcracker had a wonderful turnout.
- The Friend's Trim-a-Tree and Santa Visit was well attended.
- The Andover Ecumenical Choir will perform December 13<sup>th</sup> followed by holiday movies, book clubs, and special podcasts throughout the holiday season.
- Hometown Holidays, a Chamber of Commerce event, was very successful. The DAHL was open extra hours to host Santa and Mrs. Claus after the parade and for people to watch the fireworks from the back terrace. Family pictures were available thanks to Peter Mangles and Genesee Valley Media and the proceeds went to the Salvation Army Action Angels.
- Kate and Katherine attended the NYLA conference paid for by the scholarships they were awarded. Katherine attended the Library Marketing Conference in Indiana. Her scholarship was one of 6 out of 180 applicants chosen across the country!
- Director Gunning and staff are planning a programming "pause" over the next couple winter

months to rethink and reorganize a strategy for programming.

#### C. Department Reports

Youth: Kate held a series of “DiNovember” programs and displayed some of the participants original art work. Ally’s D&D Club now has 2 groups.

Adult: Pride Month Friendsgiving went well. The first annual screening of Rocky Horror Picture Show, in collaboration with the Book Cellars, had 65 people in attendance. Based on a grant that Katherine and Ally were awarded, the “UkuLadies” were hosted by the library.

Technology: Niki is maintaining the public computers and monitoring the tech class stats. Ally is handling the outreach tech classes.

Building and Grounds: The Monday Club has donated more funds for the repair of the original blinds throughout the library. Rick continues with the window blind project and has rebuilt some small functional windows. The new coffee cart, donated by the Comstocks, has been installed. The abatement project in the auditorium will begin in January.

#### D. Personnel

- Staff evaluations have been completed.

- New hire, Paige Taylor, began work as a circulation clerk on November 28<sup>th</sup>.

#### Committee Reports:

None

#### Friend’s Report:

None

#### Old Business:

- President Comstock is meeting today to go over Director Gunning’s evaluation.

- The Strategic Plan is in the preliminary stages.

- Work continues on the Administrative Policy.

- The Library Charter is being reviewed.

#### New Business:

- Director Gunning attended the Almond and Cuba Library Book Challenge meetings. Trustee Green advised that the board review policies for book challenges and public speaks.

- Fire Drill Policy needs to be reviewed.

Adjournment: A motion to adjourn the meeting at 9:30am was made by Trustee Peavey and seconded by Trustee T. Reuning. The motion carried. (7,0)

Respectfully submitted,

Anne Sobeck

Secretary